OHIO UNIVERSITY
Division of Student Affairs

Housing and Residence Life

Position: GA for Housing and Residence Life – Housing Ambassador Program
Remuneration: $15,000 (plus room, meal allotment, parking, laundry stipend, and full tuition waiver)
Contact Person: Justine Reichley, Assistant Director for Student Engagement and Summer Experiences

Position Description

The Graduate Assistant for the Housing Ambassador Program reports to the Assistant Director for Student Engagement and Summer Experiences. The preferred candidate will have some Housing/Residence Life (HRL) or Admission experience and must be enrolled in the College Student Personnel or related graduate program. Specific responsibilities include:

- **Student Staff Training and Development**
  - Assist with application review, interviewing, and selection of student staff that will provide front line service to the first floor Welcome Desk at the East End within Jefferson Hall
  - Supervise 40-60 student staff members
  - Actively participate in the planning and implementation of student staff training and development
  - Evaluate, recommend, and develop improvements for the staff training processes
  - Create official training documents and guides
- **OHIO Housing Ambassador Program**
  - Supervise and provide community development through the Housing Ambassador Program
  - Serve as a liaison between Housing and Residence Life and the Office of Undergraduate Admissions
  - Coordinate staffing model and resource needs for Admission Events
  - Participate in Admissions recruitment events
  - Manage and oversee access and use of the showcase rooms on campus
  - Weekend travel to support out of state Admitted Reception events with Admissions
- **Event Management Support**
  - Organize and direct the logistics for fall semester opening
  - Coordinate and manage student staffing at special events throughout the year (Homecoming, Halloween, Parents Weekend, commuter student activities, and other HRL events)
  - Provide support for fall commencement via the Housing Ambassador Program
  - Coordinate and manage logistics for fall semester close
  - Assist with facility reservations, room configurations, and set ups
- Attend weekly supervision and staff meetings
- Serve in the on-call weekly duty rotation for approximately 30-40 guests in University Guest Housing and Skyview Apartments as well as provide operational support to Residence Life on-call staff
- Collaborate with Business Operations GA and Business Operations Team
- Maintain divisional expectations of ongoing inclusion and social justice development
- Other duties as assigned, including some night and weekend time commitments

Summer employment, although not required, will be strongly encourage with additional summer remuneration paid by Housing and Residence Life.

Questions regarding the above position should be directed to:
Justine Reichley, Assistant Director for Student Engagement and Summer Experiences, reichlej@ohio.edu

How to apply: Please complete the online application at http://www.ohiouniversityjobs.com/postings/29172

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for **up to six** graduate assistantships at Ohio University. **For general questions on the GA application process**, please contact: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at es933317@ohio.edu or (740) 593-1800.

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